



GEM COUNTY DEVELOPMENT SERVICES

Date: 10/14/2025

JOB TITLE: Code Enforcement Officer
REPORTS TO: Planning Director, Jennifer Kharri
DEPARTMENT: Development Services
SALARY: \$17.25 - \$25.87 per hour DOE
HOURS: 28 per week
CLOSING DATE: Open until filled
BENEFITS: Medical/Dental/Vision/Life Insurance paid for employee, PERSI Retirement, Sick Leave, Vacation after 1 year, Holiday Pay, and Funeral Leave

SUMMARY

To provide high quality code enforcement services to ensure compliance with County land use and development ordinances and regulations to the citizens of Gem County in a fair, consistent and cooperative manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives, tracks and responds to complaints regarding zoning violations, nuisances, junk vehicles, illegal land uses, and other Gem County code violations in a timely and professional manner.
- Investigates circumstances surrounding complaints and takes appropriate measures to obtain compliance in a timely and courteous manner, which may involve innovative use of dispute resolution techniques.
- Issues stop work orders, correction notices or approvals, as required.
- Creates and maintains records of activities and violations related to all inspections and investigations.
- Works with property owners and other third parties in an effort to gain compliance.
- Deals effectively, courteously and productively with angry and upset customers.
- Maintains confidentiality with sensitive information.
- Provides witness testimony, evidence, and reports, as necessary, in court proceedings.
- Responds to public inquiries and public nuisance abatement complaints and answers questions related to County code enforcement activities by researching, interpreting and explaining policies and regulations; analyzes, recommends and communicates appropriate solutions to problems; addresses customer complaints and schedules site visits.

- Coordinates code compliance cases with the Gem County Prosecuting Attorney's Office, including preparation of reports, recording complaints, taking site photographs, gathering witness statements and preparation of investigative files.
- Researches property ownership, variances, special use permits, and other documentation, including issuing correction notices and maintaining records of inspections, notices and violations.
- Conducts tracking of zoning and special use permits to ensure compliance with applicable standards, conditions, and timelines.
- Performs abatement of hazardous or public nuisances. Prepares and issues uniform citations for non-compliance as necessary.
- Interprets and explains codes, regulations, permit programs, and compliance conditions with developers, property owners, the general public and other interested parties.
- Coordinates code compliance and community education activities with the Sheriff's Office, county fire departments, Building Official, irrigation districts, City of Emmett Code Enforcement Officer, and other County staff.
- Works closely with the Prosecuting Attorney's Office and Planning and Zoning Department to create necessary new ordinances as they are needed, update old ones where necessary, and work with the Prosecuting Attorney to create an alternative to criminal prosecution for code violations when possible.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Uses ArcView and associated computer databases to research property ownership and land use information.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Microsoft Office applications, including Word, Excel and Outlook;
- Digital camera and software;
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic understanding of and/or ability to learn and use the ESRI ArcView software and permit tracking software.

Ability to:

- Work independently with minimal supervision and oversight;
- Identify and correct potential conflicts before they become a problem;

- Maintain a positive attitude of cooperation in performance of work assignments, including adaptability, flexibility, proactive engagement with co-workers and clients, problem solving, decision making, resiliency, organization and time management;
- Attend continued education conferences, workshops, and other training opportunities to remain current with planning and/or development trends and effective human relations training;
- Provide outstanding customer service by communicating respect, being open-minded, having a spirit of collaboration, and calmly resolving conflict with individuals that may be upset or angry;
- Develop and uses empathetic listening skills;
- Demonstrate good judgment and initiative to interpret and enforce County Ordinances;
- Perform other duties as assigned or needed.

ACCEPTABLE EXPERIENCE AND TRAINING

- High School diploma or GED;
- At least three (3) years experience in zoning, building and/or law enforcement. Preference is given to applicants with some law enforcement experience;
- Ability to demonstrate a basic understanding of law enforcement investigation procedures, report creation, and enforcement principles. Demonstrated experience preparing investigative files for prosecution will be highly considered during the selection process;
- Ability to read, navigate and interpret maps;
- At least 21 years of age;
- No felony or serious misdemeanor on record;
- Must have strong public relations and customer service skills and be able to manage multiple tasks and projects.

Licensing:

- Possession of a valid Idaho driver's license and a safe driving record is required.

TYPICAL PHYSICAL REQUIRMENTS

- Possess sufficient finger or manual dexterity with or without reasonable accommodation to enable the employee to operate a personal computer, telephone and other related equipment and use primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
- Possess sufficient clarity of speech or other communication ability with or without reasonable accommodation to enable the employee to communicate effectively and convey detailed or important instructions or ideas accurately, loudly or quickly.
- Possess sufficient visual acuity or other power of observation with or without reasonable accommodation to enable the employee to effectively inspect property for code and ordinance violations, review a wide variety of materials in electronic or hard copy form and perform activities such as viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection).

- Possess sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently access a variety of construction sites in a variety of terrains and weather conditions.
- Possess sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear and understand average or normal conversations and receive ordinary information.

APPLICATION PROCESS

- Applications are available on the Gem County website at:
https://www.gemcounty.org/departments_offices/human_resources/employment.php.
- Applications along with a resume should be submitted directly to the Gem County Development Services Office at 109 South McKinley Avenue Emmett, ID 83617 in person or by mail.
- Questions regarding this job opening should be addressed to Jennifer Kharri at jkharri@co.gem.id.us or 208-365-5144. Applications will be accepted until the position is filled.

DISCLAIMER:

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.